

On-Sale Special Event Beer Permit Requirements

- **Health Department approval**, 615-340-5620
- **Fire Marshal approval**
 - [Fire Marshal's Office Special Event Requirements](#)
 - [Beer Board Special Event - Fire Marshal Update](#)
- **Certificate of Registration or Tax-Exempt Letter from Charity or Non-profit organizations**
[Tennessee Department of Revenue](#)
500 Deaderick St
Nashville, TN 37242
615-253-0600
- **[Certificate of Existence \(for Tennessee Corporations\)](#)**
Tennessee Secretary of State
Division of Business Services
312 Rosa L. Parks Ave
Snodgrass Tower, 6th Floor
Nashville, TN 37243
615-741-2286
TNSOS.CERT@tn.gov
- **[Certificate of Authorization \(for out of state corporations\)](#)**
Tennessee Secretary of State
Division of Business Services
312 Rosa L. Parks Ave
Snodgrass Tower, 6th Floor
Nashville, TN 37243
615-741-6488
TNSOS.CERT@tn.gov
- **[Business License](#)** (must be same name as listed on application)
Davidson County Clerk
Main Office
700 President Ronald Reagan Way
Suite 101
P.O. BOX 196333
Nashville, TN 37210
8:00 a.m. to 4:20 p.m. (M-F)
615-862-6050

- **Organizational Chart**

Please provide all required information for each individual owner/officer.

Organizational Chart can be found at <https://www.nashville.gov/departments/beer-permits/downloadable-forms/required-documents>.

- **Copy of Lease (or Deed – if property owner)**

(If a temporary permit is applicable, a signed copy of the lease or proof of ownership of property must be provided before the temporary permit can be issued.)

- **Floorplan** (may be hand-drawn)

- **Letter of permission to use property**

- **Proof of Legal Status** (for non-US citizens)

Proof of Legal Status – List of Acceptable documents can be found at

<https://www.nashville.gov/departments/beer-permits/downloadable-forms/required-documents>.

- **National Criminal Background Check**

(Required for all Owners with 5% or more interest and General Managers)

Recommended: www.integriscan.com

- **Beer Board Initial Inspection**

Inspection requirements can be found using the following link:

www.nashville.gov/departments/beer-permits/initial-inspections.

Please fill out the following form to request your initial inspection:

[Beer Board Initial Inspection Request](#)

- **Use and Occupancy Permit**

Please contact the Codes Department at uoletters@nashville.gov

- **Zoning Approval**

If this is a new location/change of use, or you have general questions about zoning, please send an email to: zoninghelpdesk@nashville.gov

- **Letter of Security**

From a licensed person or company providing security (must state date, time, place, number of security officers)

- **Letter from charity**

- **Charity 501(c)(3) Bonafides** (If Charity Event)

- **Street Closure Permit** (if applicable)